



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

FOOD SERVICE

**ADMINISTRATIVE POLICY NO. 7
SCHOOL YEAR 2013-2014**

SUBJECT: Verification of Eligibility for School Meals

DATE: September 25, 2013

Verification is the confirmation of eligibility for free and reduced price school meals under the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Annually, each Local Educational Agency (LEA) must select and verify a sample of applications approved for meal benefits.

The verification sample must be selected from households that have submitted an approved Free and Reduced Price School Meals Family Application as of October 1, 2013. Verification is not required for children who have been certified for free school meals by direct certification. The LEAs participating in the Community Eligibility Option (CEO) must complete verification for those school sites that are not participating in CEO. The deadline for completing Verification of Eligibility for School Meals is **November 15, 2013.**

For assistance with the verification process, LEAs are encouraged to use the document, *12 Steps to Conducting Verification*. These step by step instructions include links to documents required to complete the verification process and are available at http://www.michigan.gov/mde/0,4615,7-140-43092_50144-310328--,00.html.

All LEAs must report verification activities and outcomes to MDE annually. Beginning this school year 2013-2014, there will be some changes in the reporting process formerly known as LEARS (Local Educational Agency Review System). Specific details and directions for submitting the verification results to the MDE will be forthcoming. Thank you for your patience while we complete work on the new and improved verification results reporting system.

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Please note the verification results reporting will **open earlier** this year. The reporting system will open **December 15, 2013**, and must be submitted to MDE by **February 1, 2014**. If your LEA needs to designate a new individual to access the verification results reporting system, the Child Nutrition Program Security Agreement must be completed. The form is available at <http://michigan.gov/meis>.

Questions regarding this Administrative Policy may be directed to the School Nutrition Programs Unit by e-mail to MDE-SchoolNutrition@michigan.gov.